

136 – LEAVE WITHOUT PAY

- A. Leave without pay means an approved absence from work without pay. Leave without pay is limited to one year in duration.
- B. Educational leave means the approved leave of absence from work without pay to attend school. Educational leave is limited to two years in duration.
- C. Approving a leave without pay or educational leave is discretionary with the appointing authority and the State Court Administrator or Chief Justice. A request for leave without pay or educational leave must be made by completing the [leave without pay](#) form. It may be granted provided:
 - 1. The employee has maintained a satisfactory service record;
 - 2. The absence will not unduly disrupt the Court System's operations or services;
 - 3. An agreement in writing is made about the terms and conditions of the employee's return to work if the leave without pay is for more than 14 consecutive calendar days, or if the leave is educational leave; and
 - 4. The employee has exhausted all earned annual leave prior to the effective date of any leave without pay except that at the discretion of the appointing authority, up to 80 hours may be retained.

Approved by the Supreme Court 4/1/12